



**MATAWA HEALTH  
CO-OPERATIVE**

# Physician Job Description

## **PURPOSE OF THE POSITION**

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nations owned and controlled health co-operative providing healthcare services that enhance existing health services to achieve long-term health and wellbeing for all members within the nine Matawa First Nations. This provincially incorporated Co-operative consists of the nine Matawa member communities including Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie First Nation. The MHC is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with services tailored to individual community needs. It is the first of its kind in Canada.

The MHC incorporates traditional healing and medicines to address the health needs of the Matawa First Nations in a wholistic way by prioritizing mental health and addictions, diabetes, and chronic diseases. It oversees an Inter-Professional Primary Care Health Team providing direct services in the Matawa First Nations or through telemedicine.

The Physician is responsible for delivering comprehensive, culturally safe primary medical care. This role ensures timely access to medical assessment, diagnosis, treatment, preventive care, and chronic disease management. Working collaboratively with nurses, mental health workers, traditional healers, and allied health professionals, the Physician contributes to improving health outcomes and supporting long-term wellness for community members. Reporting to the Physician Lead of the Matawa Health Co-Operative, the Physician plays a key clinical leadership role.

## **RESPONSIBILITIES**

The Primary Care Physician provides patient-centered, community-focused medical services that support the physical, emotional, mental, and spiritual wellbeing of clients and Matawa First Nations community members. Responsibilities include:

### Clinical Care

- Provide full-scope primary care, including assessment, diagnosis, treatment, follow-up, and referral as appropriate.
- Manage acute, chronic, complex, and multisystem conditions for patients of all ages.
- Deliver preventive care including screening, immunizations, health promotion, medication reviews, and risk-reduction counselling.
- Provide trauma-informed and culturally safe care in accordance with MHC practices.
- Support management of chronic diseases prevalent within the community (e.g., diabetes, hypertension, COPD, heart disease).

- Offer mental health and addictions assessment and management, collaborating closely with mental wellness and traditional healing teams.
- Participate in on-call or after-hours clinical support where required.
- Maintain clear, accurate, and timely documentation using MHC's electronic medical record.

#### Collaborative & Community-Based Care

- Work closely with community health staff, home and community care teams, nurses, elders, and traditional healers.
- Contribute to integrated care planning for individuals and families with complex needs.
- Engage in community outreach, health promotion activities, and culturally relevant education when requested.
- Provide clinical support and guidance to other health team members within their professional scope.

#### Clinical Governance & Quality Improvement

- Participate in clinical quality improvement initiatives, chart audits, case reviews, and peer consultation.
- Follow all organizational policies, clinical guidelines, and regulatory standards as required by the College of Physicians and Surgeons of Ontario (CPSO).
- Ensure safe prescribing practices, including monitoring for controlled substances in alignment with best practices and local policies.
- Contribute to the development of clinical protocols and culturally appropriate care pathways.

#### Professional Responsibilities

- Maintain professional competence through ongoing continuing medical education (CME).
- Uphold high ethical standards, patient confidentiality, and professional boundaries.
- Ensure accurate medical records, confidentiality, and compliance with privacy legislation.
- Perform other duties as assigned to support high-quality clinical services and community wellness.

#### Organizational Responsibilities

As a representative of the Matawa Health Co-operative, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in their own work with enthusiasm and commitment.

- Acting in accordance with relevant legislation and organization policies and procedures.
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities.
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities.
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries.
- Ensuring accuracy, confidentiality and safekeeping of agency records.

## **KNOWLEDGE, SKILLS AND REQUIREMENTS**

### Education & Experience

- Doctor of Medicine (MD) from a recognized medical school.
- Completion of an accredited Family Medicine Residency Program (e.g., through the College of Family Physicians of Canada accredited program).
- Certification (or eligibility for certification) with the College of Family Physicians of Canada (CFPC).
- Independent Practice License (or eligibility) with the College of Physicians and Surgeons of Ontario (CPSO).
- Membership in the Canadian Medical Protective Association (CMPA).
- Preferred: 1–3 years of clinical experience in family medicine or primary care.
- Experience working in rural, remote, or northern communities is a strong asset.
- Experience working with Indigenous communities, Indigenous health, or providing culturally safe care is an asset.

### Skills & Abilities

- Culturally safe, trauma-informed clinical approach.
- Strong diagnostic, clinical, and critical-thinking skills.
- Ability to work collaboratively within an inter-professional team.
- Excellent communication and interpersonal skills.
- Ability to manage demanding caseloads and adapt to evolving clinical needs.
- Respect for First Nations culture, healing practices, and community values.
- Commitment to continuous improvement in clinical practice.

### Other Requirements

- Clear Criminal Record Check with Vulnerable Sector screening.
- Willingness and ability to travel to Constance Lake First Nation daily.

- Ability to work flexible hours as required to meet community needs.
- Valid driver's licence and access to a reliable vehicle is an asset.

## **WORKING CONDITIONS**

### **Physical Demands**

The employee may have to travel to our First Nations communities. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The employee may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The employee may have to manage a number of projects at one time and may be interrupted frequently. The employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The position requires strong visual and auditory abilities to read and interpret travel documents, booking systems, and itineraries, as well as to communicate effectively with employees, vendors, and various other key individuals. Attention to detail, prolonged screen use, and the ability to process verbal and written information accurately are essential.

### **Mental Demands**

The employee will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

## **CERTIFICATION**

Employee Signature

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.